Administrative Support Unit/Custodians and Bookmobile Driver FUNCTIONAL CHART

Sandra Manley Stanley Administrative Officer

April 15, 2011

Administrative Officer

- To carry out policies established by the Guam Public Library System Board.
- To provide technical guidance and assist the program administrators in the fulfillment of the commitment in their respective programs, such as planning, developing and implementing regulations.
- To provide accountability of Funds, Control of Financial Budget and Expenditures. Prepare all financial reports, status and obligations.
- To submit annual Departmental Budget.
- To oversee Personnel, Payroll, Training, and Safety Management.

Bookmobile Driver

- Drives Bookmobile to and from assigned locations by practicing safe and defensive driving in order to provide library services to the general public in outlying areas that have no facilities immediately available.
- Conducts maintenance checks on a daily basis and ensures vehicle is operational; cleans and maintains interior and exterior of Bookmobile on a periodic basis.
- Maintains a daily checklist and log mileage and fuel consumption.
- Load and unload books and other material from the Bookmobile in order to keep the transported collection current.

Administrative Support Staff Building Custodian Leader 1020

- Leads the crew and participates in performing custodial and semi-skilled maintenance work on the main library and branch libraries.
- Leads and participates in performing minor maintenance repair work on plumbing systems, electrical systems, building and office structures.
- Estimates the time and materials needed for work projects.
- Applies and enforces safe and sanitary work practices on the job.
- Maintains records and prepares reports.
- Performs related duties as required.

Administrative Support Staff Building Custodian 1006

- Maintains all branch library buildings within the Guam Public Library System (GPLS) so that it is adequate to the public and is in a state of good repair.
- Sweeps, mops, scrubs, waxes and polishes floors; cleans, washes bowls, water fountains, and lavatory; provides toiletry supplies; washes windows, screens, walls, and woodwork; collects rubbish and empties wastebaskets; sweeps sidewalks and maintains grounds around building.
- Performs related duties as required.

Administrative Support Staff Building Custodian

Building Custodian 1023

Building Custodian 1024

Building Custodian 1029

Building Custodian 1037

Building Custodian 1027